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18 September 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT: Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. [REDACTED]

b. A copy of the official approval of the up-grading of all telephone-operator positions has been received from the Classification and Wage Division. The Personnel Officer, [REDACTED] has received his copy and is adjusting his records accordingly.

c. It has been proposed to dispose of the Chevrolet Carryall as well as the Ford Sedan [REDACTED]. A memorandum outlining this proposal and requesting a replacement for one of the vehicles is being prepared for submission to the Logistics Office.

d. Part-time employment. A discussion was held with Messrs. [REDACTED] on 16 September concerning the use of the part-time employment procedure for [REDACTED] personnel. It was agreed that:

e. Logistic training [REDACTED] OTR concurred in a Logistics Office memorandum establishing a Logistics training program [REDACTED]. The memo outlined the administrative plan for the Headquarters and field training phases of the program. The main point of interest to OTR is that the Chief, Logistics Office will be responsible for the supervision of training, and the [REDACTED] for the Director of Training, must concur in any proposed use

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B. ITEMS OF CURRENT INTEREST - None

C. NEW PROJECTS DURING WEEK

1. Property inventory. The annual consolidated inventory of [redacted] was begun. It is estimated that approximately one month will be required to complete the inventory inasmuch as this account embraces most of [redacted] miscellaneous projects.

D. ITEMS OF ADMINISTRATIVE INTEREST

1. [redacted]

a. Arrangements have been made with the Chief, Payroll Section to unofficially grant students compensatory leave on 27 November 1953. This time will be made up on 5 December 1953.

b. The Personnel Officer, [redacted] has been informed of the effective dates of promotions of [redacted] personnel approved at the last Career Service Board meeting.

2. Budget.

a. "Allotment Requests" were compiled and submitted to the Office of Comptroller for allocation of OTR funds during entire Fiscal Year 1954.

b. The Comptroller was notified by D/TR memorandum that an OTR Supplementary Budget for FY55 will not be submitted [redacted]

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6. Promotion recommendations. Promotion recommendations have been prepared by this office for all TR(S) and TR(G) personnel to be considered at the October Career Service Board meeting. No recommendations have been received from A&E or Support Staff to date.

7. Career Development Slots. The Personnel Officer has requested Career Development Slots from the CIA Career Service Board for [redacted] Office of Communications, and [redacted] Office of Current Intelligence.

Administrative Officer, OTR

Attachment [redacted] Report

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